

TITLE 391
CHILD CARE LICENSING
TABLE OF CONTENTS

Chapter 1-000 Administration

- 1-001 Legal Basis
 - 1-001.01 State Statute
- 1-002 Agency Organization
- 1-003 Definitions
 - 1-003.01 Common Definitions
 - 1-003.02 Definitions for Family Child Care Home I
 - 1-003.03 Definitions for Family Child Care Home II
 - 1-003.04 Definitions for Child Care Centers
 - 1-003.05 Definitions for Preschools

Chapter 2-000 Child Care Licensure

- 2-001 License Requirement
- 2-002 License Fees
- 2-003 Types of Licenses
- 2-004 Services Exempt from Licensure

Chapter 3-000 License Issuance Process

- 3-001 Family Child Care Homes
 - 3-001.01 Family Child Care Home I
 - 3-001.01A Fees
 - 3-001.02 Family Child Care Home II
 - 3-001.02A Fees
 - 3-001.03 Changing License Types
 - 3-001.03A Provisional Family Child Care Home I to Provisional Family Child Care Home II
 - 3-001.03B Operating Family Child Care Home I to Operating Family Child Care Home II
 - 3-001.03C Provisional Family Child Care Home II to Provisional Family Child Care Home I
 - 3-001.03D Operating Family Child Care Home II to Operating Family Child Care Home I
 - 3-001.04 Background Checks
 - 3-001.05 Visits Conducted by Department Staff
 - 3-001.05A Family Child Care Homes

- 3-001.06 Alternative Compliance
- 3-001.07 Multiple Licenses
- 3-001.08 Voluntary Closure/Expiration
- 3-001.09 Voluntary Licensure
- 3-001.10 Complaints Alleging Unlicensed Care
- 3-001.11 Reapplication After Suspension or Revocation
- 3-001.12 Denial of a License
- 3-001.13 Appeal Process
 - 3-001.13A Action Following the Hearing
 - 3-001.13B Waiver of Attendance at or Failure to Appear at Appeal Hearing
- 3-002 Child Care Centers
 - 3-002.01 Required Materials
 - 3-002.02 Fees
 - 3-002.03 Changing License Types
 - 3-002.04 Background Checks
 - 3-002.05 Visits Conducted by Department Staff
 - 3-002.06 Alternative Compliance
 - 3-002.07 Multiple Licenses
 - 3-002.08 Voluntary Closure/Expiration
 - 3-002.09 Voluntary Licensure
 - 3-002.10 Complaints Alleging Unlicensed Care
 - 3-002.11 Reapplication After Suspension or Revocation
 - 3-002.12 Denial of a License
 - 3-002.13 Appeal Process
- 3-003 Preschools
 - 3-003.01 Required Materials
 - 3-003.02 Fees
 - 3-003.03 Changing Licensing Types
 - 3-003.04 Background Checks
 - 3-003.05 Visits Conducted by Department Staff
 - 3-003.06 Alternative Compliance
 - 3-003.07 Multiple Licenses/Multiple Programs
 - 3-003.08 Voluntary Closure/Expiration
 - 3-003.09 Voluntary Licensure
 - 3-003.10 Complaints Alleging Unlicensed Care
 - 3-003.11 Reapplication After Suspension or Revocation
 - 3-003.12 Denial of a License
 - 3-003.13 Appeal Process

Chapter 4-000 Negative Licensure Actions

- 4-001 Child Care/Preschool
 - 4-001.01 Extension of a Provisional License
 - 4-001.02 Licensing Agreements
 - 4-001.03 Probationary License Status
 - 4-001.04 Suspension or Revocation
 - 4-001.05 Appeal Process
 - 4-001.05A Action Following the Hearing
 - 4-001.05B Waiver of Attendance at or Failure to Appear at Appeal Hearing
 - 4-001.06 Emergency Closing Order
 - 4-001.07 Injunction

Chapter 5-000 Policies

- 5-001 Public Access to Licensing Files
 - 5-001.01 Information Released to Other Governmental Entities
 - 5-001.02 Information Not Released
- 5-002 Child Care/Preschool Provider Access to Licensing Files
 - 5-002.01 Restricted Information
- 5-003 Death of a Child
- 5-004 Notification of Parents When an Emergency Closing Order Is Issued
 - 5-004.01 Lifting of an Emergency Closing Order

Chapter 6-000 Family Child Care Home Provider Requirements

- 6-001 Provider
- 6-002 Health Examinations
- 6-003 Substitutes and Household Members
- 6-004 Background Checks
 - 6-004.01 Felony/Misdemeanor Statement
 - 6-004.02 Registry Checks
 - 6-004.03 Report of Law Enforcement Record
- 6-005 Child Care Provider Training
 - 6-005.01 Pre-Service Training
 - 6-005.02 Provisional Year Training
 - 6-005.03 Annual In-Service Training
 - 6-005.04 Cardiopulmonary Resuscitation (CPR) and First Aid Training
- 6-006 License Capacity and Child/Staff Ratio
 - 6-006.01 License Capacity
 - 6-006.02 Child/Staff Ratio

- 6-007 Facility
 - 6-007.01 Overall
 - 6-007.02 Bathrooms
 - 6-007.03 Water Supply
 - 6-007.04 Personal Care Items
 - 6-007.05 Water Safety
 - 6-007.05A Prohibited Water Sources
 - 6-007.06 Animals
 - 6-007.07 Weapons
 - 6-007.08 Fences
- 6-008 Fire Safety
- 6-009 Child Health
 - 6-009.01 First Aid Kit
 - 6-009.02 Medications
 - 6-009.02A Delivery of Medication
 - 6-009.02B Parental Responsibility
 - 6-009.02C Confidentiality
 - 6-009.02D Written Permission and Instructions
 - 6-009.02E Unusual Circumstances
 - 6-009.02F Handwashing
 - 6-009.02G Storage
 - 6-009.02H Recordkeeping
 - 6-009.03 Outbreak of Communicable Diseases
 - 6-009.04 Isolation of Children Who Are Ill
 - 6-009.05 Immunizations
- 6-010 Food Preparation and Serving
 - 6-010.01 Food Preparation Area
 - 6-010.02 Meals and Snacks
- 6-011 Daily Activities
 - 6-011.01 Indoor/Outdoor Play
 - 6-011.02 Naps and Rest Periods
 - 6-011.03 Discipline
 - 6-011.04 Diapering and Toileting
- 6-012 Infant Care
- 6-013 Transportation
- 6-014 Overnight Care

Chapter 7-000 Family Child Care Home II
7-001 Administration and Staffing

Chapter 8-000 Child Care Centers

- 8-001 Administration
 - 8-001.01 Staff Records
- 8-002 Staff Qualifications
- 8-003 Registry Checks

- 8-004 Director Qualifications
 - 8-004.01 Centers Licensed for More Than 22 Children
 - 8-004.02 Centers Licensed for Not More Than 22 Children
- 8-005 Teacher/Assistant Teacher Qualifications
- 8-006 Prior to Hire
- 8-007 Felony/Misdemeanor Statement
- 8-008 In-Service Requirements
- 8-009 Staffing
 - 8-009.01 Staff Child Ratio
- 8-010 Program
- 8-011 Meals and Snacks
- 8-012 Discipline
- 8-013 Materials and Equipment
- 8-014 Outdoor Play Area
- 8-015 Infant Care
- 8-016 Child Health
 - 8-016.01 CPR/First Aid
 - 8-016.02 First Aid Supplies
 - 8-016.03 Delivery of Medication
 - 8-016.04 Parental Responsibility
 - 8-016.05 Confidentiality
 - 8-016.06 Written Permission and Instructions
 - 8-016.06A Report to Parents
 - 8-016.07 Unusual Circumstances
 - 8-016.08 Smoking, Alcohol, Controlled Substances
- 8-017 Facility
- 8-018 Transportation
- 8-019 Swimming/Wading Activities
- 8-020 Sanitation Regulations
 - 8-020.01 Facility
 - 8-020.02 Toilet and Lavatory Facilities
 - 8-020.03 Water Supply
 - 8-020.04 Plumbing
 - 8-020.05 Sewage and Garbage
 - 8-020.06 Storage
 - 8-020.07 Napping/Sleeping Arrangements
 - 8-020.08 Grounds
 - 8-020.09 Food Service

Chapter 9-000 Preschools

- 9-001 Administration
 - 9-001.01 Staff Records
- 9-002 Staff Qualifications
- 9-003 Director Qualifications
- 9-004 Felony/Misdemeanor Statement
- 9-005 Registry Checks

9-006	Prior to Hire
9-007	Teacher Qualifications
9-007.01	In-Service Requirements
9-008	Staffing
9-008.01	Staff-Child Ratio
9-009	Nutrition
9-010	Discipline
9-011	Materials and Equipment
9-012	Child Health
9-012.01	Delivery of Medication
9-012.03	Confidentiality
9-012.04	Written Permission and Instructions
9-012.04A	Report to Parents
9-012.05	Unusual Circumstances
9-012.06	Smoking
9-013	Safety and Emergency
9-014	Facility
9-015	Transportation
9-016	Sanitation
9-016.01	Facility
9-016.02	Water Supply
9-016.03	Sewage and Garbage
9-016.04	Storage
9-016.05	Food Preparation
9-017	Grounds
9-018	Nebraska Department of Health and Human Services Regulation and Licensure Regulations